Office of the University Registrar

For SRC Use Only	
Processed by	Date

Student Resource Center
Drexel University
3141 Chestnut Street, Suite 222
Philadelphia, PA 19104
Tel: 215-895-2537
Fax: 215-895-1692

Add/Drop/Withdraw Form

Name _____ _____ _____ _____
Last First Middle Initial E-mail

University ID Number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Select Term Fall ☐ Winter ☐ Spring ☐ Summer ☐ _____ Select Status ☐ Undergraduate ☐ Graduate
Academic Year (i.e. 2012-20013)

Select Co-op Status ☐ Currently on Co-op *(*If checked, please use the Classes During Co-op form to add a class)*

☐ Currently attending classes

Select Your College/School

☐ Arts and Sciences ☐ Biomedical Engineering Science and Health Systems ☐ Education ☐ Engineering ☐ Earle Mack School of Law

☐ Goodwin College of Professional Studies ☐ Information Science and Technology ☐ LeBow College of Business ☐ Nursing and Health Professions ☐ School of Public Health ☐ Westphal College of Media and Design Arts

CRN # (i.e. 20758)	Subj/Course ID (i.e. ACCT 101)	Section	Credits	Instructor Signature	CRN # (i.e. 20758)	Subj/Course ID (i.e. ACCT 101)	Section	Credits	Instructor Signature
			☐ Add Audit					☐ Remove Audit	

Add

Drop/Withdraw

_____
Advisor or Academic Dean Phone Date

_____
Co-op Representative Phone Date
(Required if the student is participating in co-op at the time of request)

Are you withdrawing from all of your classes and/or falling below 12 credits? ☐ Yes ☐ No
Please review SAP requirements outlined in Rule VI on page 2

By checking the box to the right, I confirm that I have reviewed the SAP requirements and understand that it may impact on my financial aid eligibility ***(required)*** ☐

_____
Student Signature Phone Date

Revised 2/2013

Add/Drop/Withdraw Rule Set

I. Purpose

This form is to be used by students who seek to add or drop a course during the first two (2) weeks of the term and who cannot otherwise add or drop the course(s) online through Banner as well as by students seeking to withdraw from a course. All forms must have the signature of the student's academic advisor in order to be processed.

II. Adds

A student can use this form to add a course for which there are registration errors. All forms must be returned to their academic advisor with required signatures for processing. This form cannot be used to add a course after the conclusion of the second week of the term.

III. Adding Classes While Students Are "On Co-op"

Please use the Classes During Co-op form to add a class.

IV. Drops

A student who is on hold can use this form to drop a course. This form cannot be used to drop a course after the conclusion of the second week of the term. Students seeking to drop a course must have their advisor indicate such by writing a 'D' in the column marked 'D/W' next to the corresponding course. All forms must be returned to the academic advisor with required signatures for processing.

V. Withdrawals

Students can use this form from the first day of Week three (3) to the last Friday in Week seven (7) to withdraw from a course and earn a 'W' for the course. Students seeking to withdraw from a course must have their advisor indicate such by writing a 'W' in the column marked 'D/W' next to the corresponding course. This form cannot be used to withdraw from a course after the seventh week of the term. Students must obtain the signature of the instructor of the course, as well as their academic advisor, and turn the completed form into the Student Resource Center in order for the form and the withdrawal to be processed.

VI. Special Note Regarding Satisfactory Academic Progress

Students who have received federal financial aid or loans (Work Study, Perkins, PLUS and Stafford Loans) may be impacted by the decision to withdraw from the institution. The federal government requires that students who receive aid or loans make satisfactory academic progress (SAP). Please refer to http://drexel.edu/src/financialaid/info/eligibility for more information.

Students are strongly encouraged to confer with their financial aid representatives to determine if SAP is met prior to withdrawal from the University.